

**DUTY STATEMENT  
STATE TREASURER'S OFFICE  
CSFA**

<b>PART A</b>	
<b>Position No: 298-002-4870-900</b>	<b>Date:</b>
<b>Class: Student Assistant</b>	<b>Name:</b>
Under the general direction of the Executive Director, performs duties for the State Charter School Facilities Incentive Grants Program which provides Federal funds as facilities aid to California public charter schools. Duties include, but are not limited to:	
<b>Percentage of time performing duties:</b>	<b>ESSENTIAL FUNCTIONS</b>
30%	Review applications for grant funding to determine eligibility, award amount and legal status based on established statutory and regulatory requirements (Federal and State); prepare reports and make recommendations thereon for the Executive Director, Authority members and U.S. Department of Education for consideration and presentation.
20%	Provide review of application documents; make content judgment on documents to ensure that the interests of the Authority, the State and the U.S. Department of Education are clearly represented and that any and all financial computations are accurate; advise the Executive Director on the status of each application, including standing with the chartering entity, level of low income students served, and overcrowding in the district, legal status, etc.
15%	Coordinate the collection and distribution of information from charter schools, school districts, various State and Federal agencies, and other interested parties. Prepare and monitor grant agreements with sub grantees to carry out the responsibilities of the Authority, including conducting due diligence of sub grantees' eligibility and processing semi-annual or quarterly disbursements, as specified.
15%	Maintain data bases and other processes necessary to record, monitor and report on the status of all grant funding provided to sub grantees and available under the grant program.
5%	Assist with any rulemaking process necessary to amend the regulations required for the State Charter School Facilities Incentive Grants Program.
5%	Research alternative methods for determining a charter school's level of service to California public school pupils who meet the definition of low-income; and the school district's level of overcrowding.
<b>NON-ESSENTIAL FUNCTIONS</b>	
5%	Complete special projects as required by the Executive Director and prepare reports thereon.
5%	Other duties as required.

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<b>Activity</b>	<b>Not Required</b>	<b>Less than 25%</b>	<b>25% to 49%</b>	<b>50% to 74%</b>	<b>75% or More</b>
<b>VISION:</b> Reviewing applications, financial statements and bond documents; using computer screen in preparing reports, researching information and entering data.					X
<b>HEARING:</b> Answering requests for information on the telephone; participating in meetings and discussions & dialogues with clients.					X
<b>SPEAKING:</b> Speaking on the telephone; participating in meetings and discussions; responding to inquiries; representing the Authority at conferences and seminars & making Authority presentations.					X
<b>WALKING:</b> Distributing information; attending meetings; site visits.		X			
<b>SITTING:</b> Sitting at desk and computer; attending meetings.					X
<b>STANDING:</b> Xeroxing or faxing.		X			
<b>BALANCING:</b>	X				
<b>CONCENTRATING:</b> Analyzing and interpreting information; handling inquiries from clients; participating in meetings and reviewing bond documents, in a busy, active office environment.					X
<b>COMPREHENSION:</b> Understanding financial reports, application data and eligibility requirements; understanding and following procedures. Familiarity with computer word processing and spreadsheet programs, and researching the Internet.					X
<b>WORKING INDEPENDENTLY:</b> Works independently and participates in group discussions, reports.				X	
<b>LIFTING UP TO 10 LBS OCCASSIONALLY:</b> Lifting files and loan/bond documents.		X			
<b>LIFTING UP TO 20 LBS OCCASSIONALLY AND/OR 10 LBS FREQUENTLY:</b>	X				
<b>LIFTING UP 20-50 LBS OCCASSIONALLY AND/OR 25-50 FREQUENTLY:</b>	X				
<b>FINGERING:</b> Typing on a computer keyboard and using telephone.				X	
<b>REACHING:</b> Answering telephone and obtaining files.		X			
<b>CARRYING:</b> Retrieving files and documents.		X			
<b>CLIMBING:</b>		X			
<b>BENDING AT WAIST:</b> Retrieving files and documents.		X			
<b>KNEELING:</b> Retrieving files and documents.		X			
<b>PUSHING OR PULLING:</b> Retrieving files and documents.		X			
<b>HANDLING:</b> Typing, files and documents.				X	
<b>DRIVING:</b> Attend meetings or site visits.		X			
<b>OPERATING EQUIPMENT:</b> Computer, telephone, xerox machine; fax.				X	
<b>WORKING INDOORS:</b> Enclosed office environment.					X
<b>WORKING OUTDOORS:</b>	X				
<b>WORKING IN CONFINED SPACE:</b> Enclosed office environment.				X	